

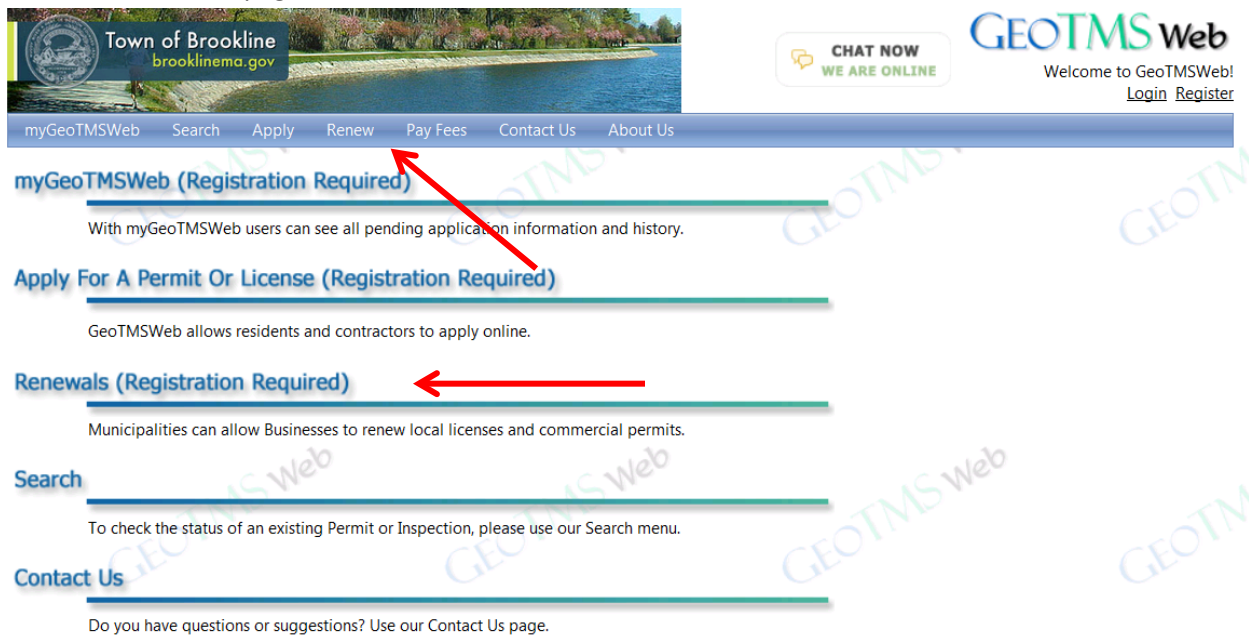


## Town of Brookline Online Recycling Submittal Instructions

1. Open your web browser to <http://www.brooklinema.gov/commercialrecycling>
2. Click the green "Submit Your Recycling Plan" button.

3. Register.

4. Once you have established a username and password and are logged in click Online Renewals or Renew on the main page.



5. Enter your renewal code and hit SEARCH. Your renewal code can be found on the cover letter sent in your renewal packet. The renewal code is the same for each license you are trying to renew. The Renewal code does not contain zeros.

**Renew**

ENTER A RENEWAL CODE

Renewal Code:  **Search**

Total Fee Payment: \$0.00

**Submit**

6. Your business information will display in a pop-up window. Click YES

**THE FIREPLACE**

**Business:**

**Location:** Your information

**Owner:** will display here.

**Address:** BROOKLINE, MA 02445

**Would You Like To Renew This Business?**

**Yes** **No**

7. The licenses available for renewal will display. Click the renew checkbox for the licenses you are ready to renew. The fee will automatically calculate based on your selection and what we have in our licensing files. The Town of Brookline DOES NOT charge a fee for Recycling Statements. Click SUBMIT.

Your name will display here

LICENSING

LN-2014-0317

Permit #: [LN-2014-0317](#)

Permit Type: Entertainment Permits-Radio, TV and Taped Music

Business Location: 

Your business information will display here

Owner: F

Mail To: 1234 BEACON STREET  
BROOKLINE, MA 02445

Phone:

☒ Renew?

Invoice No	Fee Type	Fee Amount
INV-2013-016025	Online - Entertainment Radio, TV, Music	\$0.00

Manage Uploads (Current Uploads: 0)

LN-2014-0111

Permit #: [LN-2014-0111](#)

Permit Type: Common Victualler

Business Location: 

If you have multiple licenses available for renewal they will also display on this screen.

Owner: F

Mail To:

Phone:

☒ Renew?

Invoice No	Fee Type	Fee Amount
INV-2013-015777	Online - ComVict 101-200 Seats	\$0.00

Manage Uploads (Current Uploads: 0)

Total Fee Payment: \$00.00

Submit

8. The application should display. Please fill out the form. Supporting documents can be attached using the UPLOAD button at the bottom of the form. Once the application is complete you can click NEXT.

Please Upload Any Additional Files for the applications here:

Select a file to attach and optionally write a description

Select

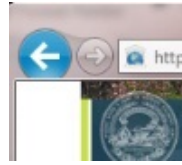
Upload

Enter Attachment Description

Next

9. The application summary displays for you to review. If not correct and you would like to update

it, click the Back button on your browser tool bar.



If correct click NEXT.

#### Application Summary

Please verify the supplied information is correct. Click the 'Next' button to proceed.

Next



[Click here to view a full-size copy of your filled out application](#)



OFFICE OF SELECTMEN  
333 WASHINGTON STREET  
BROOKLINE, MA 02445  
(617) 730-2200

ENTERTAINMENT RENEWAL APPLICATION

Thank you for submitting your application online!